

	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>CAA Private Bag x08 Waterkloof 0145</p>
<p>Tel: (012) 346-5566 Fax: (012) 346-6059 E-Mail: mail@caa.co.za</p>	<p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>AIC 30-14 03-01-15</p>

OPERATION OF AIRCRAFT

GENERAL

DESIGNATION OF AN AVIATION SAFETY OFFICER

∆ Indicates changes.

∆ This AIC replaces AIC 30-14 dated 00-02-15.

1. Conditions, requirements, rules, procedures and standards for a designation.

The conditions and requirements for and the rules, procedures and standards connected with the designation of an aviation safety officer are the following:

1.1 Requirements

(1) The candidate must –

- (a) hold or have held a commercial pilots licence issued in terms of the Act or have been employed by the South African Air Force and obtained a similar qualification; or
- (b) have qualifications of or similar to that of an air traffic controller, maintenance engineer, accident investigator or an authorised officer appointed as an aviation safety officer; and
- (c) have successfully completed an approved training course in aviation safety; or
- (d) have proven experience in aviation safety.

1.2 Rules

Once designated, the aviation safety officer must –

- (1) conduct all aviation safety matters allocated to him in a professional manner;
- (2) report any irregularities and/or shortcomings to the CEO of the organisation or to his authorised representative;
- (3) maintain competency; and
- (4) remain abreast of new developments regarding aviation safety, both locally and internationally.

1.3 Procedures

- (1) Any person designated, as aviation safety officer within an organisation must be approved by the Air Services Licensing Council and entered into the operations manual pertaining to that particular organisation in the manner prescribed in SA-CATS-OPS.
- (2) An application for the designation as an aviation safety officer must be accompanied by proof that the applicant complies with the conditions, requirements and standards contained in this technical standard.

1.4 Standards

The candidate must comply with the conditions, requirements and rules contained in this technical standard.

2. Responsibilities of an Aviation Safety Officer within an organisation

2.1 **Responsibilities**

The aviation safety officer's responsibilities include the following:

- (1) co-ordination of the organisations aviation safety program;*
- (2) co-operation with the relevant sections within the organisation regarding all safety matters;*
- (3) co-operation with the training section wrt safety training of flight, cabin and ground crews as applicable;*
- (4) supervision of aircraft handling regarding matters related to safety in co-operation with ground support services;*
- (5) the investigation of all incidents and accidents involving the organisations aircraft, equipment and property (including fire and emergency procedures);*
- (6) co-ordination with security personnel to ensure all aspects of security regarding the organisations aircraft;*
- (7) the development and maintenance of a hazard reporting system;*
- (8) the development and maintenance of a mandatory occurrence reporting scheme;*
- (9) comply with the standards relating to the conveyance of dangerous goods as prescribed in SA-CATS-DG;*
- (10) to conduct surveys as a means of identifying risk areas;*
- (11) to establish an emergency plan should an accident occur which includes the actions to be followed by relevant personnel;*
- (12) the development and maintenance of a quality assurance program within the organisation;*
- (13) the realisation of other duties of an Aviation Safety Officer which include;*
 - (a) promulgation of flight safety bulletins to all staff within the organisation;*
 - (b) conducting meetings with all relevant personnel regarding safety matters;*
 - (c) maintenance of safety equipment;*
 - (d) safety audits;*
 - (e) occupational health and safety.*